

**UNBC
LAB SAFETY COMMITTEE
MINUTES**

DATE: November 2, 2017

Time: 1:00pm to 2:00pm

Room: 9-256

Attendees:

Andrea Gorrell – Chair (CSAM)

Chelsea Pelletier–Chair Asst Prof SHSC (CASHS)

Julia Wimmers-Klick – Sr. Lab Instructor (NMP)

Saphida Migabo – ESM (CSAM)

Ngoc Huynh – Nursing Lab Coordinator (CASHS)

Corbin Black - Grad Rep

Maik Gehloff – WIDC Lab Representative

Alanna Koopmans – NUGSS Rep

Conan Ma – Chemical Safety Officer / RSO

Jennifer Skaar – Recording Secretary

Absent:

Alina Constantin – Sr. Lab Instructor (NMP)

Lydia Troc – Biological Safety Officer

Umesh Parshotam – Sr Lab Instructor (CSAM)

Vacant – Manager of Health & Safety

Jenia Blair – *Alternate ESM*

Daniel Erasmus – *Alternate CSAM*

Chair: Andrea Gorrell

Meeting called to order 1:00pm

1. AGENDA

- Ngoc asked to discuss dates for next semester – added as new business.
- No other changes or corrections to the agenda.
- Julia & Ngoc motioned to approve–All in favour

2. APPROVAL OF MINUTES – October 5, 2017

- No changes or corrections to the minutes.
- Saphida & Julia motioned to approve –All in favour

3. SAFETY OFFICER REPORTS

a) Chemical Safety Report –Conan Ma

- No incidents to report in lab space.
- The Sports Centre had reported a chemical safety concern during when the gym floor was being replaced. Some staff felt there was a chemical concern during the application of the floor and that they may be injured due to the fumes- this was not the case. Conan felt that the complaint showed the lack of training of staff as they did not know the correct course of action to inquire about a chemical fumes concern. Conan referred to the chemical data sheet to determine there were no safety concerns for the product.
- Chemical Inventory – still in process and hoping to have completed by the end of the year.
- Peroxide Formers – this is a sub-section of chemical materials on campus that need to be addressed. Peroxide formers must be re-tested on an annual basis. Conan is testing the ones he has in storage in the hazmat room, and he is aware that Chemistry have some but is not sure if testing is happening. Andrea suggested Conan check with Liz in Chemistry. Andrea also recommended that Conan send a notice on the Labs website to provide a reminder on Peroxide Formers, and include the testing procedures as an attachment. Conan indicated that he is aware that there is one in the NMP Lab freezer that he has been monitoring – believes it belongs to Luke Harris. Andrea asked Conan to send a notice direct to Luke and ask him to pass it on to someone who can use it, or to properly dispose of it. It is not something that should be left if it is not being used – risks the chance of falling through the cracks and going unchecked.
- Inspections - 4 were done last month and scheduling for unannounced inspections for Nov/Dec will be arranged. Annual inspections were completed.
- Lab Inspection – An inspection was recently completed for a lab space that is used by multiple users. Only 1 of the Profs showed up for the inspection and he was of the

impression that the other two Profs had officially vacated their space. Conan confirmed that the Professors did not complete the lab exit procedure – outlined under the UNBC Policies & Procedures. Conan feels that neither of the Profs knew about the exit procedure. The exit procedure does not seem to be commonly known unless it the person is retiring -which is not the case for either. The lab space is not remotely safe for reassignment to anyone else at this point. Andrea asked if this was addressed through the Space Allocation Committee? Conan does not know. Andrea suggested that she and Conan approach the chair of the Space Allocation Committee to ensure they are aware of the lab exit procedure. When the Committee is contacted to take back lab space, the occupant will be responsible to follow the lab exit procedure and clean out their lab space. Andrea will verify who the Chair is for the Space Allocation Committee and request that they can contact the 2 Profs to have the space cleaned up.

- Radiation Survey Meters – Meters need to be calibrated on an annual basis and are being sent out in 2 batches –first batch is out now.
- WHIMS transition – WHIMS system must transition over to the WHIMS 2015 before the end of 2018. Currently on tract for transition –anyone new is being trained for that system. Conan does not foresee any issues with meeting the deadline. Largest issue will be hunting down the old labels to update. Andrea suggested that Conan send out a notice on the Lab Safety website. Conan feels that everyone on campus needs to redo the WHMIS training. This may be something that Safety will be doing but all employees are required to take a form of the WHIMS 2015 training. Andrea verified it is on the radar and Sarah Elliott has been working on it to get it out to all areas of the University.

b) **Biosafety Officer –Andrea**

- Lydia is absent today but advised there were no Biosafety issues to report.

4. BUSINESS ARISING

- a) Update on UNBC Procedure for labs under evacuation notice – Andrea
- Andrea stated that this has been brought forward to the Deans and Safety as an issue. Will continue to keep this as a standing item on the agenda to continue to follow up.

6 NEW BUSINESS

- a) 3rd Party Booking for Lab Space – Andrea
- Erik Jensen, Dean of CSAM, brought forward a concern in response to seeing an announcement about an event taking place in one of the biology labs. The event involved the David Douglas Botanical Garden Society and once Erik looked into the event, he found there was no concern for this case. This did however raise the question as to how to deal with 3rd party / non UNBC groups in lab space. What do we have in place –policy/ procedures regarding visitors in lab space?
 - A visitor in lab space does exist currently however it needs to connect with outside 3rd party groups looking to book lab space or faculty who are looking to book lab space that will involve a 3rd party group. They need to be aware that there is a visitor in lab space procedure that exists to ensure safe practices are being followed.
 - Conference Services procedure for booking space includes a check box questionnaire. Andrea suggested to look at adding a question for specific spaces that would include review of policy or procedures that apply to that space. She also questioned if there is space that is not bookable through Conference Services? The chemistry and bio-chem labs are not spaces anyone can book, these have to go direct through Chemistry to book them. Some space designated as lab space is actually large rooms with large tables so the same safety concerns would not apply. Is the Conference Service room bookings the place that this should be handled?
 - Saphida – feels they should have to go through the programs who oversee the labs. Andrea suggested that lab safety should compile the list for Conference Service that would include

the contact name and policies that apply to each space. Saphida asked how the DDBGS ended up in the room they used? Andrea understood from the information provided by Erik the person who booked the room is a faculty member who explicitly requested that room for the booking.

- Jennifer commented that from a risk perspective there is a broader picture that should also be considered and includes- reviewing access to equipment and contents within the space, would the 3rd party group be on their own with no UNBC representative attending/ supervising or responsible for the groups using the space etc. This should also be a consideration when determining which rooms can be made available for bookings and which rooms should have limited or restricted access.
- Saphida suggested that each of the programs be asked to submit information about their lab space. Andrea will have that conversation with Erik as Dean who would take to each of the chairs to determine space that is restricted and not bookable. From there the Dean, Conference Services, and Safety make the final decision.
- Saphida mentioned she attended a conference and prior to beginning of the session, a person would deliver safety information for that particular space and advise what can and cannot be done in the lab. Is this something that could become part of our procedures for visitors in a lab space? Andrea stated it is definitely something that can be looked at.

Other Safety issues brought forward:

*Julia and Alina went through the anatomy lab checking the safety equipment and noticed there is a fire extinguisher missing. The glass is broken and they are not sure how long it has been gone.

-Conan was surprised as there is a facility person assigned to checking the fire extinguishers on a monthly basis. He will go and check immediately.

-Andrea asked for a report to go into facilities right away so it is replaced.

*Saphida brought up an incident where a faculty member had a group of students outside on campus, the faculty member tripped which resulted in a deep cut that required a trip to the hospital and stitches. The faculty member had their own first aid kit on hand and students assisted with bandaging. Is there a policy or requirement for faculty to carry a first aid kit with them when they are outside on campus?

-Andrea stated that there is a field safety procedure for taking students out into the field. Saphida noted that she could not locate anything on first aid kits and wondered if each lab was equipped with first aid kits? Andrea indicated there is a difference between student labs and research labs. The policy for student labs is to call security because TA's are not first aid trained at the request of the Deans.

-Corbin advised that if a person is independently qualified and still certified in first aid, they could administer first aid. However if you do not have the proper certification, you would become personally liable for anything you administer. The policy has always been to immediately call security for Student Labs or Research Labs.

-Saphida asked Jennifer if she also sits on the Field Safety Committee and if this was something that has been discussed?

-Jennifer sits as the recording secretary for the Committee but from her role within Safety she confirmed that a field safety manual is in draft and Sarah has been pushing to get work started on it again. Not sure if there is anything in place to indicate that a first aid kit must be carried for any local fieldwork, but for fieldwork outside of the UNBC grounds there is. The procedure in place is to complete the Project Risk Assessment Plan for all fieldwork. Jennifer did advise that anyone taking a group outside can easily sign out a level 1 first aid kit from security, even if it is just to take a group outside on campus.

-Andrea will bring this up with Erik and discuss having this brought forward at College Council to get the information about the availability of first aid kits out to faculty.

- b) Meeting dates for next semester – Andrea
 - Dates of Dec 7/17 & Jan 4/18. Same day and time. If everyone can check their schedules and if the same day and time will work, please let us know before the December break so we can reschedule the meetings if needed.

7 CHAIR COMMENTS - Andrea

- None

8 MEETING AJOURNED AT 1:48pm

ACTION ITEMS

Item #	Description	Who	Action
1	3 rd Party Bookings in Lab Space	Andrea	Follow up
2	Meeting Dates for next semester	Andrea	Follow up
3	Procedure for UNBC Labs under Evacuation Notice	Andrea	Remain on agenda as ongoing item for review

NEXT MEETING
DATE: DECEMBER 7, 2017
TIME: 1:00PM – 2:00PM
ROOM: 9 - 256